



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

SECNAVINST 5420.170K
ASN(M&RA)
26 August 2002

SECNAV INSTRUCTION 5420.170K

From: Secretary of the Navy
To: All Ships and Stations

Subj: THE NATIONAL NAVAL AND MARINE CORPS RESERVE POLICY BOARDS
(NNRPB) and (MCRPB)

Ref: (a) Title 10, United States Code, Chapter 1009, Section
10303 (NOTAL)
(b) Title 10, United States Code, Chapter 1009, Section
10304 (NOTAL)

Encl: (1) Application Format for Board Membership
Consideration
(2) Prescribed format for submission of Agenda Items

1. Purpose. To prescribe policies and procedures for the administration of the NNRPB and MCRPB.

2. Cancellation. SECNAVINST 5420.170J and SECNAVINST 5420.184D.

3. Background. The NNRPB and MCRPB are established by references (a) and (b) to: "consider, recommend, and report to the Secretary of the Navy on Reserve policy matters."

4. Discussion. The NNRPB and MCRPB consider and make recommendations to the Secretary of the Navy (SECNAV) on Reserve policy matters. Any Department of the Navy activity or individual member may submit items for consideration by their respective policy board.

5. Composition

a. The membership of the NNRPB and MCRPB will be composed of highly qualified individuals of the Navy and Marine Corps Active and Reserve Components who possess a wide range of experience, to include female and minority representation. Specific membership is as follows:

26 August 2002

Naval Reserve Policy Board:

Chairperson, NNRPB	1 Flag	USNR
Chief of Naval Operations (CNO) (Dir, Strategy and, Policy Division)(N51)	1 FLAG/CAPT/CDR	USN/USNR (TAR)
CNO (Director of Naval Reserve)(N095)	1 CAPT	USNR (TAR)
FLEET COMBATANT COMMANDERS (ATLANTIC/PACIFIC)	1 CAPT/CDR/LCDR	USN/USNR (TAR)
NAVY PERSONNEL COMMAND	1 CAPT/CDR/LCDR	USN/USNR (TAR)
COMMANDER, NAVAL RESERVE FORCES COMMAND (COMNAVRESFOR)	1 CAPT/CDR/LCDR	USNR (TAR)
COMNAVRESFOR FORCE MASTER CHIEF	1 FORCE MASTER CHIEF	USNR/USNR (TAR)
Various type units	10 FLAG*/CAPT/CDR/LCDR/CWO	USNR/USNR (TAR)
Various type units	3 MCPO/SCPO	USNR/USNR (TAR)

Total: 20 (16 Officers/4 Enlisted)

*Total number of Flag Officers (at time of appointment) shall not exceed five.

Marine Corps Reserve Policy Board:

Chairperson, MCRPB	1 General Officer (O-8)	USMCR
Various type units	1 General Officer (O-7)	USMC
Various type units	2 General Officer (O-7)	USMCR
Various type units	4 COL/LTCOL/MAJ/CWO	USMC/USMCR (AR)
Various type units	5 COL/LTCOL/MAJ/CWO	USMCR
Marine Forces Reserve (MARFORRES)	1 SgtMaj of MARFORRES	USMCR (AR)
Various type units	2 SgtMaj or MgySgt	USMCR
Various type units	1 NAVRES Medical Off (O5/O6)	USNR

Total: 17 (14 Officers/3 Enlisted)

b. All members normally serve for 3 years. Therefore, all members applying should have 3 years of service eligibility remaining (e.g., not affected by High Year Tenure, age, or promotion limitations). Individuals approved by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) for membership on the NNRPB or MCRPB will be notified by Deputy Assistant Secretary of the Navy (Reserve Affairs) (DASN(RA)).

26 August 2002

c. Advertising of board membership vacancies will be disseminated by message by Commander, Naval Reserve Forces Command and Deputy Commandant, Manpower and Reserve Affairs for Reserve Affairs per Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) direction as issued by letter to Chief of Naval Operations (CNO(N095)) and CMC(RA). ASN(M&RA) will make final approval on Chairperson and board membership for the SECNAV.

6. Administration

a. The NNRPB and MCRPB will be convened by ASN(M&RA).

b. The respective board Chairperson shall determine the rules of procedure for the meetings, and may appoint such standing and special committees as necessary.

c. Members will be invited to attend each scheduled meeting of the NNRPB or MCRPB, as appropriate, at a designated location. Active Duty for Training or Temporary Additional Duty orders will be issued for the period necessary to attend the designated session and to complete travel. CNO will provide funding for all NNRPB members as well as the Medical Officer appointment for the MCRPB. CMC is responsible for funding orders for remaining MCRPB membership.

d. Issues for consideration by either national board will be accepted from all levels of command or from individuals. Although Sailors and Marines are encouraged to utilize their chain of command wherever practical, concerns or recommendations are welcome from all sources and are encouraged. Use enclosure (2) to ensure completeness and continuity of submissions.

7. Board Convening Periods. The boards will meet in the Washington, D.C. area annually per reference (b) and at various locations and times during the year as directed by the respective Chairperson. The Secretary of the Navy may request that the Boards, specific committees, or individuals meet at other times as necessary throughout the year.

8. Action. Procedures following the General Assembly: Chairpersons will brief SECNAV, ASN(M&RA) and DASN(RA) on their Board's proceedings. Within 60 days, a written report will be made to the SECNAV identifying all issues on which the Board deliberated, along with recommended action. The reports will be provided to CNO and CMC for review and comment prior to submission to SECNAV via ASN(M&RA). Additionally, CNO and CMC will submit quarterly progress reports to the DASN(RA) on items previously approved by SECNAV.

SECNAVINST 5420.170K

26 August 2002

In addition to the required annual report, Board Chairpersons shall provide Board recommendations on Reserve policy matters to the SECNAV via the ASN(M&RA) throughout the year, thus facilitating a continuous process.

9. Report. The reporting requirement contained in paragraph 8 is exempt from reports control by SECNAVINST 5214.2B.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:

SNDL Parts 1 and 2

MARCORPS PCN 71000000000 and 71000000199

26 August 2002

APPLICATION FORMAT FOR BOARD MEMBERSHIP CONSIDERATION:

(For Official Use Only (When Filled in))

Grade/Name:

Date/Place of Birth:

Social Security Number:

Years of Service:

Date of Rank:

Promotion History:

Present Assignment: (include mailing address, E-mail address,
phone number and fax number)

Military Billets Held:

Decorations:

Military Schools:

Security Clearance/Level/Type Investigation/Issuing Authority/
Date of Investigation:

Civilian Schools/Degrees:

Home Address/Phone Number/E-mail address (if applicable):

Civilian Occupation: (Selected Reservist only)

Copy of Physical Readiness or Fitness Testing folder: (Last 2 years)

PRESCRIBED FORMAT FOR SUBMISSION OF AGENDA ITEMS

Subject:

Concern/Discussion:

Recommendation:

Local Policy Board Recommendations: (if applicable)

Chain of Command Recommendations: (if applicable)